



## **REQUEST FOR PROPOSALS**

### **Older Americans Act Title III B, D, and E Funding Fiscal Year 2023**

**All Applicants are required to attend a  
Technical Assistance Zoom Meeting  
March 30, 2022  
2:30 pm- 3:30 pm  
See page four for registration details**

**Applications due no later than 4:00 p.m.  
Thursday, April 21, 2022**

**REQUEST FOR PROPOSALS**  
**Title III Funding under the Older Americans Act**  
**Fiscal Year 2023**  
**Application due no later than 4:00 p.m.**  
**on Thursday, April 21, 2022**

**GENERAL INSTRUCTIONS**

To be considered for Fiscal Year 2023 funding, you must:

- Submit an electronic copy of the Grant Application in **Word format and as a PDF with signature**, Title III Budget in **Excel**, Agency Audit, and all Application Attachments listed below, with original signatures no later than 4:00 p.m. on April 21, 2022 to [GJames@SWCAA.org](mailto:GJames@SWCAA.org). If an applicant does not have an audit SWCAA will accept Financial Statements from a Certified Public Accountant and an IRS Form 990.
- Please save documents using the following format: Your Organization, Your Project Name, Document Name, FY 23. For example:  
*Fairfield County Community Center Senior Health Application (Budget, Audit, or Application Attachments) FY 23*
- Do not add additional pages
- For new projects, please choose a **short** title for the project name and keep it consistent with the budget, any revised documents if applicable, and in future fiscal year documents for which the project is funded.
- For returning projects, please keep the project name consistent with the current project name.

<b>REQUIRED DOCUMENTS FOR SUBMISSION</b>	<b>CHECK OFF</b>
1. Grant Application in Word <b>AND</b> PDF with signature	
2. Budget Package in Excel (select one budget template specific to your funding request for Title III B, D, or E projects)	
3. Audit including Single Audits, and response if any findings. If an applicant does not have an audit SWCAA will accept Financial Statements from a Certified Public Accountant and an IRS Form 990.	
4. Application Attachments <ul style="list-style-type: none"> <li>• Voluntary Contribution Procedure</li> <li>• Referral Plan</li> <li>• Client Grievance Procedure</li> <li>• Affirmative Action Plan</li> <li>• Letter(s) of Understanding for Subcontracts (if applicable)</li> <li>• <b>Signed</b> Vendor’s Statement</li> <li>• <b>Signed</b> Standard Assurances</li> </ul>	

Omission of requested information or the submission of incomplete material may cause removal of application from further consideration. If you have any questions please contact Gretchen James, Grants Manager, at (203-814-3620) or (GJames@swcaa.org).

**NEW PROGRAM INTERVIEW** is required for all prospective NEW programs. SWCAA will contact the applicant to schedule the interview during an allocations subcommittee meeting held in late May or early June.

### **APPLICATION REVIEWS**

All applications that meet the submission requirements will be reviewed by an allocations subcommittee made up of SWCAA Board of Directors and Advisory Council members. Applications will be reviewed on a competitive basis utilizing the following criteria:

- level of need for the project as demonstrated by alignment with SWCAA’s Area Plan
- ability of the project to serve Older Americans Act populations
- geographic area(s) served (An effort is made to balance fund distribution throughout the southwestern CT area based on the population of poor and minority seniors)
- reasonableness of the project plan
- qualifications of staff assigned to the project
- project budget and proposed unit cost
- site visit evaluations or new program interview

Based on subcommittee recommendations, the SWCAA Board of Directors will, in its discretion, determine final awards.

SWCAA will notify each applicant in writing within ten (10) days after the decision of the Board of Directors of the applicant’s proposal status. Appeals are accepted only in the case that the applicant has evidence of SWCAA’s failure to follow the application review and funding process and must be sent via registered mail or delivered in person to 1000 Lafayette Boulevard, 9<sup>th</sup> Floor, Bridgeport, CT 06604 within ten (10) days of the dispatch date of SWCAA’s notification. Further details on the appeals process may be found in the Policy and Procedure Manual available at [www.SWCAA.org](http://www.SWCAA.org).

### **SWCAA WEBSITE GRANT WRITING RESOURCES**

The following documents are available on SWCAA’s website ([www.SWCAA.org/Funding Opportunities](http://www.SWCAA.org/Funding_Opportunities)) under “Grant Writing Resources”

- Title III MIS Service Definitions- lists all services eligible for reimbursement through Title III
- Policy and Procedure Manual for Title III Grants
- U.S. Census Data & Fairfield County Demographics
- Poverty Guidelines
- Fiscal Years 2021-2024 Area Plan on Aging Summary
- Budget & Application Glossary and Examples
- Older Americans Act and Regulations
- Community Services Policy Manual

### **TECHNICAL ASSISTANCE**

SWCAA is pleased to offer one mandatory and two optional technical assistance sessions for applicants.

**Mandatory Technical Assistance Zoom Meeting- March 30, 2022: 2:30 p.m. - 3:30 p.m.**  
**Please see registration details below.**

All applicants who intend to submit an application are **REQUIRED** to participate in this virtual technical assistance session. Applicants should review all budget and application materials found at [SWCAA.org/Funding Opportunities](http://SWCAA.org/Funding%20Opportunities) prior to participating in the session. **To register please contact Gretchen James (GJames@SWCAA.org) and include the name (s), and email address for each person participating by March 29<sup>th</sup>.**

### **Title III Grant Applications Video**

All applicants have the option of viewing the Title III Grant Applications video found at [SWCAA.org/Funding Opportunities](http://SWCAA.org/Funding%20Opportunities).

### **Technical Assistance by Request**

All applicants have the option of attending an individual meeting with SWCAA to review grant application specific questions before submitting the final Application, Budget and all required documents. Please contact Gretchen James at [GJames@swcaa.org](mailto:GJames@swcaa.org) to schedule a meeting.

## **IMPORTANT DETAILS FOR SUBMITTING YOUR GRANT APPLICATION DOCUMENTS**

1. Applicants who fail to participate in the mandatory technical assistance session will be disqualified.
2. All SWCAA-funded projects and services must be located in one or more of the following fourteen (14) towns:  
  
Bridgeport, Darien, Easton, Fairfield, Greenwich, Monroe, New Canaan, Norwalk, Stamford, Stratford, Trumbull, Weston, Westport, and Wilton.
3. Applications are sought on a competitive basis for the project period October 1, 2022-September 30, 2023. All grants will be subject to the availability of funds.
4. **The electronic copy of the Grant Application, Budget, Application Attachments, and Agency Audit (or Financial Statements from a Certified Public Accountant or IRS Form 990) must be submitted no later than 4:00 p.m. on April 21, 2022 to Gretchen James at [gjames@swcaa.org](mailto:gjames@swcaa.org).**
5. If SWCAA does not award the total grant amount requested, partial funding may be awarded. In such a case, a revised budget, goals, and estimated client and service numbers will be required.
6. Services must target adults age 60 years and over, living in SWCAA's fourteen (14) town area, with funding preference given to programs serving older persons in greatest economic or social need with particular attention to low-income minority individuals and persons at risk of institutionalization. The number of low income and the number of minority older individuals to be served should be, at a minimum, in the same proportion as represented in the older population of the towns to be served according to the most recent U.S. census. Census data for southwestern Connecticut is available at [www.SWCAA.org](http://www.SWCAA.org). Title III funds may not supplant Medicaid funds.
7. Only services described on the appropriate Title III MIS Service Definitions lists (available at [www.SWCAA.org/Funding Opportunities/Title III B, D, E Services Definitions](http://www.SWCAA.org/Funding%20Opportunities/Title%20III%20B,%20D,%20E%20Services%20Definitions)) are eligible for funding. An applicant can request a maximum of three MIS Services. Please review definition lists to determine which service matches the project you are proposing and how the unit of service is counted. For example, the MIS Service *Information & Assistance* has a unit of service that is counted by *one contact*. The MIS Service *Shopping Services* has a unit of service that is counted by *one hour*.

8. Each grantee must offer participants in Title III funded projects the opportunity to contribute voluntarily to the cost of activities.
9. All Title III B and Title III E funded projects must include matching funds from non-federal sources. Certification of the availability of the non-federal matching funds must be included in the application budget. **Please review the entire non-federal match requirements in the Policy and Procedure Manual for Title III Grants for further details about this requirement.**
10. Applicants are responsible for familiarizing themselves with (1) the Policy and Procedure Manual for Title III Grants, (2) the Older Americans Act, (3) the SWCAA Fiscal Years 2022-2024 Area Plan on Aging and (4) appropriate State and Federal regulations. The Policy and Procedure Manual, the SWCAA Area Plan and links to the State and Federal regulations are available at [www.SWCAA.org/Funding](http://www.SWCAA.org/Funding) Opportunities.
11. Use only the FY 2023 Grant Application and Budget Package templates.
12. All grants awarded will be monitored by SWCAA, as required by the federal government. The process includes an annual on-site or virtual monitoring visit, monthly claim submissions in SWCAA's online data portal (Grantee Gateway), completion of Form 5 consumer registration demographic forms, a year-end report, and additional reporting as necessary.

## **ELIGIBILITY FOR FUNDING DEFINED BY OLDER AMERICANS ACT**

1. Public; incorporated private 501(c)(3) non-profit; and private, for-profit agencies (must be approved by the State Unit on Aging) in good standing with the office of the Connecticut Secretary of State, and that provide service within SWCAA's fourteen-town area (Bridgeport, Darien, Easton, Fairfield, Greenwich, Monroe, New Canaan, Norwalk, Stamford, Stratford, Trumbull, Weston, Westport, Wilton) are eligible.
2. All applicants must submit a financial audit for the previous fiscal year. Any agency required to obtain a state or federal single audit must also submit those reports. If the audit includes any audit findings, a letter from management addressing how they are responding to the findings must also be submitted. If an applicant does not have an audit SWCAA will accept Financial Statements from a Certified Public Accountant and an IRS Form 990. **Please review the entire audit requirements in the Policy and Procedure Manual for Title III Grants for further details about this requirement.**

## **MISSION & ROLE OF SWCAA**

The Southwestern Connecticut Agency on Aging (SWCAA) is a private, not-for-profit corporation, established in 1974. Its mission is to provide leadership and resources to meet the needs of the rapidly growing elderly population and to maintain and improve the quality of life and independence of older persons.

As a designated Area Agency on Aging, SWCAA is a pass-through funding source for federal and state dollars for the elderly in the fourteen-town area of southwestern Connecticut. SWCAA awards grants and contracts to community agencies to provide supportive services for community adults aged 60 and older through an annual Request for Proposals process. Funding supports services such as nutrition, in-home, legal, health, adult day care/respite, transportation, senior centers and outreach/social support.

## **TITLE III SERVICES & ESTIMATED FUNDS AVAILABLE BY CATEGORY**

Early estimates of Federal and State funds available for FY 2023 listed below are subject to change following approval of Federal and State budgets. The maximum award allowed for any one project is \$50,000, and no more than \$100,000 shall be awarded to any single applicant as identified by a Federal Employer Identification Number across all funding categories per fiscal year except under extraordinary circumstances.

20% of the total estimated funds available for awards in any one fiscal year shall be earmarked for new projects addressing a new solution to an identified need in the SWCAA Area Plan. If no new projects are approved for funding, the earmarked funds shall be awarded through the regular allocations process.

For a complete list of reimbursable services under Title III-B, Title III-D, and Title III-E visit [SWCAA.org/Funding Opportunities/Grant Writing Resources for the MIS Service Definition Lists](http://SWCAA.org/Funding Opportunities/Grant Writing Resources for the MIS Service Definition Lists).

<p>TITLE III-B \$950,250 (estimate)</p>	<ol style="list-style-type: none"> <li>1. <i>Access Services</i>. Helping seniors gain access to available services through information &amp; assistance, outreach, transportation, and health (including behavioral health) services.</li> <li>2. <i>Legal Services</i></li> <li>3. <i>In-home Services</i>. Homemaker, home health aide, visiting and telephone reassurance, adult day care, chore, minor home modification, personal care services and other supportive services that assist older individuals in living independently in a home environment.</li> <li>4. <i>Community Services</i>. Multipurpose senior centers, mental health services, dental services, and other community based supportive services.</li> </ol>
<p>TITLE III-D \$27,979 (estimate)</p>	<p><i>Evidence-Based Health Promotion Programs</i> All Title III D funded programs must replicate programs that meet the Administration on Aging’s highest-level criteria for evidence-based programs. For eligible evidence-based programs go to <a href="https://www.ncoa.org/professionals/health/center-for-healthy-aging/evidence-based-programs">https://www.ncoa.org/professionals/health/center-for-healthy-aging/evidence-based-programs</a></p>
<p>TITLE III-E \$101,545 (estimate)</p>	<ol style="list-style-type: none"> <li>1. <i>National Family Caregiver Support Program</i> Supportive services for family caregivers (aged 19 and older) who provide in-home care for an individual aged 60 and older including: <ul style="list-style-type: none"> <li>• Information/Assistance;</li> <li>• Case management;</li> <li>• Individual counseling;</li> <li>• Caregiver support group;</li> <li>• Caregiver training &amp; other support services</li> </ul> </li> <li>2. <i>Grandparents Raising Grandchildren</i> Supportive services for grandparents or other family caregivers (aged 55 and older) of children (aged 18 or younger or with a disability) including: <ul style="list-style-type: none"> <li>• Information/Assistance;</li> <li>• Case Management;</li> <li>• Individual counseling;</li> <li>• Caregiver support group</li> <li>• Caregiver training and other support services</li> </ul> </li> </ol>